

Watkins Glen Library Board of Trustees

Minutes

April 15, 2021

The Watkins Glen Public Library trustees meeting was convened via Zoom at 4:15 PM on Wednesday, April 15, 2021. Present were Tracy Savard, Maggie Field, Judi Richards, Judy Phillips, Stacey Edwards, Anthony Fraboni, guests James Trevett and Dennis Spina.

Dennis and Jamie presented the draft proposal for roof replacement services. They clarified some points from their proposal and discussed their expertise as a firm that specializes in building envelopes and forensic investigation. NYC and Boston are the closest areas with comparable firms. By evaluating issues and detailing every condition we will have a tighter bid with less change orders, better schedule adherence. Goal would be a 40 year life for new roof with no maintenance. We discussed what was not included in the proposal: no mechanical, no electrical, no asbestos lab testing, no printing and distribution of contract documents. We need a roof contractors during field work to make repairs. Jamie and Dennis left the meeting about 4:30pm.

Discussion about the proposal and state construction aid.

The minutes of the March 2021 meeting were reviewed. Tony made a motion to approve the minutes, Maggie seconded. All were in favor.

Treasurer's reports were reviewed. There are still outstanding questions that have not been answered since Diana Crane has been out. Judi made a motion to approve the March Treasurer's report pending questions being answered, Tony seconded. All were in favor.

Director's Report is attached. All stats are up from February: 26% increase in circulation, 13% in digital, approx. 35% for curbside and browsing, 100% for computer appointments. Tween book club has been started. Maggie requested tween book club information be sent to her.

Budget will be presented at school board meeting on April 21, May 4 public hearing. Advertise ASAP. Wanted to vote with the school (*post meeting we learned that we would have to hold our own election and hearing was changed to May 12*).

Discussion of materials quarantining. Is there hardship in quarantining materials? Change to three days.

Discussion of DVD loan period, they are not circulating like they used to, same people are getting DVDs. Tracy thought allowing >5 at a time and extending rental period may increase circulation. Tracy will inform the board of what she decides.

Summer approaching. Discussion of storytime outside, taking adult programming outside as well. Do both zoom and in person as not to lose the virtual audience.

Trane bill was approved if it was for both new sheaves and belts. If just for belts needs to come back to the board. Stacey motioned, Judi seconded. All in favor.

Motion to approve annual report made by Stacey, Tony seconded. All in favor.

Discussion of the logos. Judi made a motion to accept the book with the boat upon the water. Stacey seconded. All in favor except Maggie. Maggie was going to talk to Dawn Coleman about options for more professional rendering. Put logo on website and use for publicity.

Drop \$5 per trustee at the library for an award for the winner.

Updates:

- National library week activities 40 participants
- Acknowledgement of donations, Judy will sent a personal note.

Discussion of water testing, decided to keep water softener.

Lots of items were noted on agenda as upcoming events.

Meeting adjourned at 5:33pm.

Next meeting is scheduled for Wednesday, May 12 at 4:15pm.

Minutes submitted by Stacey Edwards, Secretary.